

## CALIFORNIA DEPARTMENT OF VETERANS AFFAIRS

*Honoring California's Veterans*

**Classification:** ASSOCIATE INFORMATION SYSTEMS ANALYST- SPECIALIST  
**Salary:** \$4619 - \$5897 Permanent, Full Time

**Location:** Department of Veterans Affairs  
Information Services Division  
1227 "O" Street  
Sacramento, CA 95814

**WHO SHOULD APPLY:**

**Current State employees** in this classification or those who are eligible on a certification list, transfers, or reinstatement may apply for this vacancy. [SROA/SURPLUS PROVISIONS APPLY.](#)

**If you are not a current State employee** or otherwise eligible, you may qualify for a civil service examination based on the minimum qualifications for the classification. To view a current listing of examinations being offered by the California Department of Veterans Affairs, please visit our website at [www.cdva.ca.gov](http://www.cdva.ca.gov), or to view examinations offered by all State departments, please visit the State Personnel Board's website at <http://www.spb.ca.gov>.

**HONORABLY DISCHARGED VETERANS WHO FALL UNDER EITHER CATEGORY AND MEET THE REQUIREMENTS STATED ON THE JOB AND/OR EXAMINATION ANNOUNCEMENT ARE ENCOURAGED TO APPLY.**

*The benefits of working for Veterans Affairs includes low-cost parking on site, easy light rail access, an on site exercise facility and knowing that you support the Agency's mission of "Promoting and delivering the benefits provided by the grateful State of California to its deserving veterans and their families".*

**Duties and Responsibilities:**

Under the general supervision of the Information Security Officer (ISO), provides technical support in security areas such as disaster recovery virus prevention, risk analysis, and special projects. Develops knowledge of security practices, tools, and standards, along with an understanding of the department's business needs. Maintains awareness of risks and threats to CDVA information systems and report them to management. Works cooperatively with others; maintains regular, consistent, predictable attendance; and exercises good judgment

Conducts ongoing security risk assessments of computers, network applications and hardware. Proposes controls to limit data and network access and to protect computer systems and networks from intentional or unintentional damage. Audits existing security controls and procedures and helps coordinate the utilization of system security hardware and software. Serves as a member of ISD's Network and Information Security Incident Response Team. Provides technical support to users in determining and implementing their specific security requirements. Evaluates computer security software and hardware for potential security vulnerabilities.

Serves as "back up" Disaster Recovery Coordinator. Maintains current tape back up/restoration processes, including associated software. Coordinates with ISO on Disaster Recovery-related testing and maintenance. Develops recommendations for the physical security of ISD managed computer hardware, software, and data, including physical access controls, etc.

Under the direction of the ISO, assists with the development and maintenance of ISD's Disaster Recovery Plan. Coordinates testing and plan maintenance logistics with the ISO, Application Support Staff, ISD Management, and CDVA's Enterprise Networks and affected business units.

Conducts special projects and studies related to Information Security, including trends and emerging technologies.

Assist/Participate in reviews and edits of reports and policy recommendations in a variety of technical and information technology security areas.

Maintains familiarity with state-of-the-art concepts, procedures, software, and techniques in data security and privacy by attending formal classes and by independent study.

**How to Apply:**

Candidates should submit a State Application (STD. 678) and résumé to:

Department of Veterans Affairs  
Human Resources Division  
1227 "O" Street, Room 404  
Sacramento, CA 95814

**Inquiries:**

Voice: (916) 653-2535

TDD: (916) 653-1966

**Attn: Margaret Williams Ref: M80#199 08/09**

Note: In line #12 of the State Application, you must clearly indicate the basis of your eligibility; i.e., List, Transfer, SROA, Surplus, Reemployment or Reinstatement and include M80 #199 08/09.. Failure to do so could result in being rejected from the interview process.

**Final Filing Date: Until Filled**

AN EQUAL OPPORTUNITY EMPLOYER - EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION. IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORKPLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS. PER MILITARY AND VETERANS CODE, SECTION 80, WHENEVER POSSIBLE, PREFERENCE SHALL BE GIVEN TO VETERANS FOR EMPLOYMENT IN THE DEPARTMENT OF VETERANS AFFAIRS. APPLICATIONS WILL BE SCREENED AND ONLY THE MOST QUALIFIED WILL BE INTERVIEWED. PSNO 830-100-1470-001 RELEASED: 3.27.09